

**City of Elyria**  
Residential Repair/Remodel Existing space  
**Permit Worksheet**

The purpose of this worksheet is to inform you of the requirements for this permit type and allow for you to calculate any fees prior to actually submitting the request for the permit. This worksheet is for your use only and does not qualify as an official permit application. Permit applications can be submitted through <https://www.cityofelyria.org/ePermits> or in person to the Building department at 131 Court Street, Suite 101

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**REPAIR/REMODEL EXISTING SPACE – 1, 2, 3 FAMILY  
INCLUDING: MASONRY (Above Grade), PORCHES, WINDOWS, DOORS, SIDING, ROOFING, FIRE  
REPAIR (Under 50%), ETC.**

It is the applicant's responsibility to provide all required drawings. If you haven't the ability to do so, please consult someone who does.

**Note:** If the existing roof deck is water-soaked or deteriorated to the point of being unacceptable as a base it must be replaced. **Attic ventilation is required at a ratio of 1 sq. ft. vent/150 sq. ft. attic area, unless approved otherwise. Most ridge vent systems are intended to be installed in conjunction with eave, cornice or soffit vents. Check with the manufacturer.**

**Note:** Total window space and openable area shall not be reduced or altered below minimum code standards; (8% of floor space for all habitable rooms and minimum dimension requirements for emergency escape in all sleeping rooms).

**Note:** The replacement awning(s) must be of identical dimensions or smaller than those being replaced.

**Note:** New attached awnings, patio enclosures, carports and porch awnings must use the "NEW CONSTRUCTION APPLICATION"

**Note:** The Building Department may require a detailed site plan to assure compliance with the City of Elyria Zoning Code.

**Note:** The owner or his agent are responsible for securing permits. The contractor is responsible for requesting inspections. Final inspections and approvals are required prior to the use or occupancy of the space.

**Note: Per the 2019 Residential Code of Ohio, Section 315.2.2 Alterations, repairs and additions.** In existing dwelling units, having fuel-fired appliances or an attached garage, where an application for approval is required for work involving any of the following areas or systems within that dwelling unit, the individual dwelling unit shall be equipped with carbon monoxide alarms located as required for new dwellings: *1. The addition or creation of a new sleeping room. 2. An alteration of a sleeping room. 3. An alteration in the immediate vicinity outside of a sleeping room; 4. An addition of, or an alteration to, an attached garage; 5. An addition, alteration, repair or replacement of a fuel-fired appliance.*

**WARNING:** Beginning work without permit in hand shall result in payment of a double fee (1317.07, Elyria Codified Ordinances). THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW. – Preferably in a front window.

(\$35.00 + \$12.00 per \$1,000 of total cost of construction or fraction thereof + State Fee 1 %)